



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	10-16-2014
Subchapter:	1	Forms	
Issuance:	4.17	CP&P Form 4-17 , KLG Subsidy Folder Requirement Checklist	

Click here to view or print the form, CP&P Form [4-17](#), KLG Subsidy Folder Requirement Checklist.

WHEN TO USE IT

- The CP&P Worker uses this form when the Local Office:
 - Has received the KLG court order;
 - Closed the CP&P case;
 - Opened a KLG case; and
 - Is ready to transfer the KLG case to the Office of Adoption Operations (no later than 30 days after receiving the KLG order).
- Adoption Operations staff use this form to verify that all required documents are submitted.

HOW TO USE IT

- Print CP&P Form [4-17](#) from the on-line Forms Manual.
- The Worker and KLG Coordinator sign the form after their sections have been completed.

TIPS FOR COMPLETING THE FORM

- Use the KLG caregiver's name on the label, last name first, and his or her KLG Case ID number.

DISTRIBUTION

Original - KLG Coordinator, Office of Adoption Operations

